



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2015-05**

The U.S. Consulate in Kolkata is seeking an individual for the position of a temporary Information Specialist in the Public Affairs Media section.

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. **Only completed forms with supporting educational and employment documentation will be accepted. (Refer to application procedure below)**

Only applicants who are selected for the skills test/interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Information Specialist, FSN-6105-11, CLA-730017
(Personal Services Agreement)
(Temporary position for a period of not more than Six months from the date of hire)

OPENING DATE: July 21, 2015

CLOSING DATE: August 3, 2015

WORK HOURS: Full-time: 40 hours/week:

SALARY: **Not Ordinarily Resident:** Full Performance Grade: FP-04*
Ordinarily Resident: Full Performance Grade: FSN-11*

*Starting salary will be determined on the basis of qualifications, experience and/or salary history.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal

guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; **and**,
- EFM (see above) at least 18 years old; **and**,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a U.S. government agency that is under Chief Of Mission (COM) authority, or at an office of the American Institute in Taiwan; **and either:**
- Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved *Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under COM authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; **and**,
- Not on the travel orders of the sponsoring employee; **and**,
- Has been officially declared by the sponsoring U.S. government employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

NOTE: FOREIGN NATIONAL APPLICANTS (OR) MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

FUNCTION OF POSITION

- a. Maintain working and personal-level relations with key editors and senior journalists in all media including print and electronic (radio, TV, and internet, including various social media, e.g. blogs, Facebook sites, etc.) in the region through telephone, e-mails, as well as individual meetings, either singly or in accompaniment of PAO or other USG representatives, guest speakers, and/or U.S. Government (USG) invitees. Keep the PO, PAO, and APAO informed and briefed about developments in the region's media and their possible ramifications and impacts on the USG.
- b. Conduct a daily review of print, electronic, and relevant web and social media sites. Inform PAO of stories, articles, commentaries, as well as about bulletins from television channels, radio stations and social networking sites. Inform of issues and subjects impacting U.S.-India bilateral relations and concerns. Monitor Media Reaction Analyses and prepare Media Reaction Reports, as appropriate.
- c. Oversee and coordinate obtaining, collating, and sending Department-generated press NEA and NFS files and products in consultation with Post's webmaster and other media LES. Ensure distribution and delivery of these products to selected select editors and contacts in all media fields. Select relevant articles from these products, in consultation with the New

Delhi Information Office. Handle all press releases for printing and distribution (through regularly maintained and updated lists on the basis of chosen key audience from the media and other organizations) using paper and electronic versions. Aid in the preparation of “Info Packs,” in collaboration with the American Library, for programs on issues and events of international and bilateral significance.

- d. In conjunction with colleagues, plan, formulate, and place clips from Department products and bites from PO, PAO, and/or other FSOs, on programs recorded inside the American Center to *Doordarshan* and other satellite/cable television channels, news broadcast stations, radio, and social networking sites for targeted audiences. Promote and assist TV, radio, and social media coverage and placement of Post’s programs through electronic media.
 - e. Assist visiting U.S. journalists with equipment and logistical needs, when needed, during visits by VVIPs.
 - f. Coordinate all media coverage of Post’s programs by assigning tasks to colleagues, supervising the drafting of press releases and other products (backgrounder, official texts, etc.) in English and other languages, as appropriate. Oversee the translation by language editors of press products about Post’s programs and other activities, for dissemination of information and placement.
 - g. Interact daily with press colleagues and Post’s webmaster regarding press issues. Seek advice from PAO to conceptualize and arrange for photo coverage of all programs and events. Supervise Contribution of stories and/or photos for Post’s web site, Mission Activity Tracker (MAT) site, monthly bulletin, and New Delhi’s Embassy-published SPAN magazine.
 - h. Collaborate with colleagues for proposals and the development of television programs, DVCs, and TV and/or radio projects, when needed. Supervise arrangements for television coverage, screening of films, and other activities for review and placement.
 - i. Coordinate with the Information and Program Specialist who serves as Post’s Urdu language editor to ensure coverage (especially in Urdu media) of Post’s Muslim outreach programs by PO, PAO, and other USG representatives.
 - j. In the absence of an FSO, and with permission from the PAO/APAO for off-the-record or on-the-record basis, act as the Post’s spokesperson when information is sought for by the media for completion of their stories and bulletins under pressure from deadlines, as and when necessary.
- Other duties as assigned by the Supervisor or his/her assignee.

QUALIFICATIONS REQUIRED

1. University degree in Journalism, Mass Communication, International Relations, Political Science or Public Relations is required.
2. Eight years of progressively responsible experience in the communications media, including managing personnel and resources, as a journalist, radio broadcaster,

writer, public relations, or advertising specialist or a combination of similar experience.

3. Level IV (Fluent) in reading, writing and speaking English, Bengali, Hindi and/or other languages from Eastern India is required. **(When applying for the position, please indicate your levels of proficiency in the languages). This will be tested.**
4. Thorough knowledge of India's political, economic, social and educational structure, including key figures in Post's contact data base, especially the media. Thorough knowledge of Public Diplomacy (PD) programs and media and public relations techniques. A general understanding of the U.S. political system, culture and society is also required.
5. Ability to establish and maintain productive working relations with essential journalist, government personnel, PR professionals and professors in University journalism departments. Skillful in organizing full range of PD media programs, which require a great attention to detail. Able to follow and evaluate trends in media and recommend plans of action for future Mission activities and long-term planning. Ability to exercise good judgment in carrying out supervisory responsibilities with little or no oversight from an FSO. Ability to successfully liaise, communicate and collaborate with Post's front office, the Embassy in New Delhi, Washington interlocutors and others. Must also be computer proficient with all Windows applications.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> or
2. A current resume or curriculum vitae that provides the same information found on the UAE: or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application: and
5. Other documentation (e.g., essays, educational and work experience certificates, awards, etc) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

American Consulate General
Management/HR Office
38A, Jawaharlal Nehru (Chowringhee) Road
Kolkata 700 071

Applications sent by post/courier/hand delivered will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.

Or

E-mail application form and supporting documentary attachments to:
HROKolkata@state.gov

Please insert **“VA# 2015-05** (Vacancy Announcement Number) and **CLA-730017** (Position number) in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

Human Resources Office
Telephone: 3984-2400
Fax: 2282-2335

All applications for the Subject announcement must be received by
COB August 3, 2015

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a USG vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the USG (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education – include all education completed
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills: Indicate reading, writing and speaking levels of proficiency.
- R. Work Experience – include details of all periods of employment or unemployment with CTC salary details.
- S. References: Provide names and addresses of 3 persons with knowledge of your work performance (*do not include relatives or former supervisors*)

AN EQUAL OPPORTUNITY EMPLOYER

The U.S. Mission in Kolkata provides equal employment opportunity (EEO) and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.